

December: Office/Paperwork

Feeling overwhelmed with all there is to clean in your home? Not sure where to start? The 365 Days of Cleaning & Decluttering is a great place to start. Use it as cleaning inspiration, tackle a spot every day, or something in between.

Come back every month for each month's list or join us in [Homekeeping Society](#) where you can grab the full year as a download.

TASK	✓
Declutter and organize your desk drawers.	
Organize your office supplies.	
Create a system for managing incoming mail and bills.	
Declutter and organize your bookshelves.	
Organize your digital files and backups.	
Clean/organize computer and peripherals.	
Create a system for managing important documents.	
Declutter and organize your filing cabinet.	
Organize your office stationery.	
Clean and organize your office chair and seating area.	
Clean office light fixtures.	
Declutter and organize your office decor.	
Create a system for managing receipts and invoices.	
Organize your office electronics and gadgets.	
Declutter and organize notepads + journals.	
Clean office windows + window treatments.	

TASK	✓
Organize your office wall art and decorations.	
Declutter and organize your printer and printing supplies.	
Create a system for managing work projects and assignments.	
Organize office calendar and planning tools.	
Declutter and organize office cords + cables.	
Vacuum and wash office floor.	
Organize your reference books and manuals.	
Declutter/organize office snack + coffee area.	
Create a system for managing business cards and contacts.	
Organize your office tools and equipment.	
Declutter and organize office crafting supplies.	
Clean and organize your office walls and bulletin boards.	
Organize your home office security and safety equipment.	
Declutter and organize your office travel and conference materials.	
Create a system for end-of-year paperwork and tax preparation.	